

THE 100

Building Blocks for
Business Leadership

D26

Daily Huddle Agenda

TOM SALONEK

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How to Use this Download

- For huddle, use a frequency that fits your organization
- For leadership, huddle is daily. For non-management roles, like our billable consultants, there's a weekly huddle (though they may be doing a daily huddle with their technical teams)
- Huddles should cascade so the last huddle of the day is the top leadership team who've all had their respective huddles with their teams prior to the end of day huddle

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Daily Huddle Agenda – (no more than 15 minutes)

1. **Updates for your area.** These are big rocks and group worthy. If there's nothing significant for your respective group, honor time and say "No big updates."

2. **Metrics** (Below are an example for a leadership team)
 - a. Sales and profits for the next three months
 - b. Leading indicator (three months out, what's the metric that shares how your business will be doing?)

3. **Stuck items.** What are problems for you or your team that others on the call could either help with or should be aware of. There doesn't need to be a stuck item.

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